Appendix VIII

Sixth Judicial District/Southern St. Louis County Forms

* Evaluator Checklist
* Order Following Initial Case Management Conference—FENE
* Order Following Initial Case Management Conference—Mediation
* Order Following Initial Case Management Conference—SENE
* Order For Financial ENE
* Case Tracking Form
* Confidential Initial Case Management Conference Data Sheet

Evaluator Checklist

Evaluator(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Petitioner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Represented by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respondent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Represented by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Court File No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Judge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Order: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social ENE:\_\_\_\_\_\_\_ Financial ENE:\_\_\_\_\_\_\_\_

30 Day Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_ 60 Day Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Meetings: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hourly Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Retainer Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Fees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pay Structure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours Spent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outcome:

All issues resolved: \_\_\_\_\_

No resolution: \_\_\_\_\_

Partial resolution: \_\_\_\_\_
 Issues resolved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Issues unresolved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATE OF MINNESOTA IN DISTRICT COURT

COUNTY OF ST. LOUIS JUDICIAL DISTRICT

      File No.

 Petitioner,

**Order Following Initial Case Management Conference - FENE**

And

 Respondent.

This matter came before the Court, the Honorable Sally L. Tarnowski presiding, on \_\_\_\_\_\_ for an Initial Case Management Conference. The Petitioner appeared with his/her attorney,      , Esq. The Respondent appeared with his/her attorney,      , Esq.

The Court met with counsel and the parties and discussed alternate methods for resolving their disputes, narrowing the issues, and crafting a schedule to bring this matter to conclusion in an expeditious manner. Unless otherwise noted, all of the arrangements set forth herein were agreed upon by the parties.

After meeting with the parties, the Court has determined that the following issue(s) are unresolved or in dispute:

1.

 The following issues have been stipulated to by the parties:

1.

The parties’ contact information is as follows:

Petitioner:

 Contact Phone number:

 Attorney:

 Attorney Phone number:

Respondent:

 Contact Phone number:

 Attorney:

 Attorney Phone number:

Evaluator:

 Contact Phone number:

**ORDER**

1. The parties shall undertake Financial Early Neutral Evaluation (“FENE”).
2. The parties and their attorneys shall meet with       on       at       and complete a Financial Early Neutral Evaluation. Each party shall pay one-half of the cost of the evaluator(s)’ fee of      .
3. **No changes to this date may be made by the parties or the Evaluator without prior court approval.**
4. The Financial Early Neutral Evaluation shall address the following issues:

 [ ]  Child support

 [ ]  Spousal maintenance

[ ]  Non-marital property

[ ]  Valuation of marital property

[ ]  Qualified and non-qualified plan assets

[ ]  Division of property

[ ]  Other

 5. The parties shall provide the Financial Early Neutral Evaluator with a copy of the Petition and Answer (if any), their ICMC Data Sheets, their three most recent paycheck stubs, and their federal income tax returns for the past three years at least 5 days prior to the initial meeting with the Evaluator. The parties are to cooperate with the Evaluator and shall provide necessary releases in the form requested by the Evaluator. The Evaluator shall have the authority to request additional information through the use of informal or formal methods, including, but not limited to, subpoena, deposition, document request or interrogatory.

 6. Within 10 days of this Order, the parties shall provide to each other a letter requesting whatever information and documents they need to settle or try this case. The requested information and documents shall be provided to the requesting party no later than one week prior to the ENE date described above, unless the providing party conducts a conference call with the Court and the Court determines that the disputed documents need not be provided.

 7. Evidence produced during the Early Neutral Evaluation process that is not otherwise discoverable remains confidential. Impressions or opinions made by the Evaluator or any other neutral who participates in the process remain confidential.

 8. A telephone conference shall be initiated by the Petitioner or the Petitioner’s attorney on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2009, with the Court and opposing counsel or party to advise whether or not the parties have settled or to advise the Court of the status of this matter.

 9. Based on the parties’ agreement, the parties shall, until further written agreement or Order of the Court:

 a.

 b.

 c.

 Dated:       BY THE COURT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Honorable Sally L. Tarnowski

 Judge of District Court

STATE OF MINNESOTA IN DISTRICT COURT

COUNTY OF ST. LOUIS JUDICIAL DISTRICT

      File No.

 Petitioner,

**Order Following Initial Case Management Conference - Mediation**

And

 Respondent.

This matter came before the Court, the Honorable Sally L. Tarnowski presiding, on \_\_\_\_\_\_ for an Initial Case Management Conference. The Petitioner appeared with his/her attorney,      , Esq. The Respondent appeared with his/her attorney,      , Esq.

The Court met with counsel and the parties and discussed alternate methods for resolving their disputes, narrowing the issues, and crafting a schedule to bring this matter to conclusion in an expeditious manner. Unless otherwise noted, all of the arrangements set forth herein were agreed upon by the parties.

After meeting with the parties, the Court has determined that the following issue(s) are unresolved or in dispute:

1.

 The following issues have been stipulated to by the parties:

1.

The parties’ contact information is as follows:

Petitioner:

 Contact Phone number:

 Attorney:

 Attorney Phone number:

Respondent:

 Contact Phone number:

 Attorney:

 Attorney Phone number:

Mediator:

 Contact Phone number:

**ORDER**

1. The parties shall undertake to mediate this matter.
2. The parties shall mediate the following issues:

* 1.

* 1.

* 1.

3. The parties shall attempt mediation with       on the above issues, and any other issues relating to this matter either party wishes to address.

4. The parties shall meet with the mediator named above on       . No changes to that date will be granted by the mediator unless approved in advance by the Court.

 5. No later than     , the parties shall provide to each other a letter requesting whatever information and documents they need to settle this case. The requested information and documents shall be provided to the requesting party no later than five days prior to the mediation unless the providing party conducts a conference call with the Court and the Court determines that the disputed documents need not be provided.

 6. Evidence produced during the mediation process that is not otherwise discoverable remains confidential. Impressions or opinions made by the Mediator or any other neutral who participates in the process remain confidential.

 7. A telephone conference shall be initiated by the Petitioner or the Petitioner’s attorney on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2009, with the Court and opposing counsel or party to advise whether or not the parties have settled or to advise the Court of the status of this matter.

 8. In the event the mediation fails to result in settlement, the matter shall be assigned to a judge.

 9. Based on the parties’ agreement, the parties shall, until further written agreement or Order of the Court:

 a.

 b.

 c.

 Dated:       BY THE COURT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Honorable Sally L. Tarnowski

 Judge of District Court

STATE OF MINNESOTA IN DISTRICT COURT

COUNTY OF ST. LOUIS JUDICIAL DISTRICT

      File No.

 Petitioner,

**Order Following Initial Case Management Conference - SENE**

And

 Respondent.

This matter came before the Court, the Honorable Sally L. Tarnowski presiding, on \_\_\_\_\_\_ for an Initial Case Management Conference. The Petitioner appeared with his/her attorney,      , Esq. The Respondent appeared with his/her attorney,      , Esq.

The Court met with counsel and the parties and discussed alternate methods for resolving their disputes, narrowing the issues, and crafting a schedule to bring this matter to conclusion in an expeditious manner. Unless otherwise noted, all of the arrangements set forth herein were agreed upon by the parties.

After meeting with the parties, the Court has determined that the following issue(s) are unresolved or in dispute:

1.

 The following issues have been stipulated to by the parties:

1.

The parties contact information is as follows:

Petitioner:

 Contact Phone number:

 Attorney:

 Attorney Phone number:

Respondent:

 Contact Phone number:

 Attorney:

 Attorney Phone number:

Evaluator/Mediator:

 Contact Phone number:

Evaluator/Mediator:

 Contact Phone number:

**ORDER**

1. The parties shall undertake a Social Early Neutral Evaluation (“SENE”).
2. The parties and their attorneys shall meet with       on       at       and complete an Early Neutral Evaluation. Each party shall pay one-half of the cost of the evaluator(s)’ fee of      .
3. **No changes to this date may be made by the parties or the Evaluator without prior court approval.**
4. The Social Early Neutral Evaluation shall address:

 [ ]  Legal Custody

[ ]  Physical Custody

 [ ]  Parenting time

 5. The parties are ordered to provide the Social Early Neutral Evaluators with a copy of the Petition and Answer (if any) and their ICMC Data Sheets prior to the initial meeting with the Evaluators. The parties are to cooperate with the Evaluators and shall provide necessary releases in the form requested by the Evaluators. The Evaluators shall have the authority to request additional information through the use of informal or formal methods, including, but not limited to, subpoena, deposition, document request or interrogatory.

 6. Evidence produced during the Early Neutral Evaluation process that is not otherwise discoverable remains confidential. Impressions or opinions made by the Evaluator or any other neutral who participates in the process remain confidential.

 7. A telephone conference shall be initiated by the Petitioner or the Petitioner’s attorney on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2009, with the Court and opposing counsel or party to advise whether or not the parties have settled or to advise the Court of the status of this matter.

 8. Based on the parties’ agreement, the parties shall, until further written agreement or Order of the Court:

 a.

 b.

 c.

 Dated:       BY THE COURT

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Honorable Sally L. Tarnowski

 Judge of District Court

STATE OF MINNESOTA IN DISTRICT COURT

COUNTY OF ST. LOUIS JUDICIAL DISTRICT

, File No. 69DU-FA-0

 Petitioner,

**Order For Financial ENE**

and

,

 Respondent.

This matter came on for Initial Case Management Conference on \_\_\_\_\_\_\_\_\_, 2008, at the St. Louis County Courthouse, Duluth, Minnesota, before the Honorable Sally L. Tarnowski. The Petitioner appeared with her/his attorney, \_\_\_\_\_\_\_\_\_\_, Esq. The Respondent appeared with his/her attorney, \_\_\_\_\_\_\_\_\_\_\_, Esq. The parties participated in and successfully completed a Social ENE. Thereafter, the attorneys for the parties advised the Court that they desired to participate in a Financial ENE and agreed upon \_\_\_\_\_\_\_\_\_\_\_\_\_ to serve as evaluator.

The parties contact information is as follows:

Petitioner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Attorney: \_\_\_\_\_\_\_\_\_\_\_\_\_

 Attorney Phone number: \_\_\_\_\_\_\_\_\_\_

Respondent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Attorney: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Attorney Phone number: \_\_\_\_\_\_\_\_\_\_\_\_

Evaluator/Mediator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ORDER**

1. The parties shall participate in a Financial ENE with \_\_\_\_\_\_\_\_\_\_\_\_\_\_. The initial meeting shall be on \_\_\_\_\_\_\_\_\_\_\_\_, at \_\_\_\_\_ \_.m. in \_\_\_\_\_\_\_\_’s office, located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Duluth, MN.
2. Each party shall pay one-half of the cost of the evaluators’ fee of $\_\_\_\_.
3. The parties are ordered to exchange all financial information requested by the other party and to provide the same to the Financial Early Neutral Evaluator (“Evaluator”) at least three days prior to the initial meeting. Information to be provided shall include, but not necessarily be limited to, each party’s three most recent paycheck stubs and federal income tax returns for the past three years. The parties are to cooperate with the Evaluator and shall provide necessary releases in the form requested by the Evaluator. The Evaluator shall have the authority to request additional information through the use of informal or formal methods, including, but not limited to, subpoena, deposition, document request or interrogatory.
4. Evidence produced during the Early Neutral Evaluation process that is not otherwise discoverable remains confidential. Impressions or opinions made by the Evaluator or any other neutral who participates in the process remain confidential.
5. Within 60 days of the date of this order, the Evaluator shall contact the Court in writing to advise whether or not the parties have settled or request an extension of time to complete the evaluation.
6. In the event the Early Neutral Evaluation fails to result in settlement, counsel shall contact the Court within five days of the Evaluation to schedule a status call or status conference.
7. After 30/60 days, a status hearing will be scheduled if the parties have not advised the Court of the status of the matter.
8. To the extent not modified by this Order, all prior orders of the Court remain of full force and effect.

Dated: October 6, 2010. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Honorable Sally L. Tarnowski

 Judge of District Court

Case Tracking Form

Petitioner:       Represented by:

 Phone:

Respondent:       Represented by:

 Phone:

Judge:

Date of Order: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of First Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[ ]** Social Early Neutral Evaluation

**[ ]** Financial Early Neutral Evaluation

30 day deadline: \_\_\_\_\_\_\_\_\_\_\_\_ 60 day deadline: \_\_\_\_\_\_\_\_\_\_\_

Evaluator(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Date** | **Event** | **Follow up Needed** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Resolved: \_\_\_\_\_\_\_ Unresolved, matter sent to clerk Default: \_\_\_\_\_\_ for assignment: \_\_\_\_\_\_\_\_\_

STATE OF MINNESOTA DISTRICT COURT

 SIXTH JUDICIAL DISTRICT

COUNTY OF ST. LOUIS FAMILY DIVISION

 Court File No.

 Petitioner,

 **CONFIDENTIAL**

 and **INITIAL CASE MANAGEMENT**

 **CONFERENCE DATA SHEET**

 Respondent.

**This form should be completed and served and filed with the Court at least two business days before the Initial Case Management Conference.**

1. The following information is provided by the Petitioner \_\_\_\_Respondent\_\_\_\_.

2. a) Has either party been the subject of a harassment restraining order? Yes/No (circle one).

 b) Has either party been the subject of a domestic abuse order for protection?

 Yes/No (circle one).

 c) Has domestic abuse occurred in this relationship? Yes/No (circle one).

 d) Have you ever been in fear of the other party? Yes/No (circle one).

 If yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information Regarding Children:**

1. Are the parties currently residing together? Yes/No (circle one).

 If no, when did they separate? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Have any of the children been the subject of a child protection case? Yes/No (circle one).

3. List the names, birthdates and ages of the minor children.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. Is there an agreement regarding legal custody of children? Yes/No (circle one).

5. Is there an agreement regarding physical custody of children? Yes/No (circle one).

6. Is there an agreement regarding parenting time? Yes/No (circle one).

7. What are the current parenting time arrangements for the children? \_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Give a detailed statement of each issue that is not resolved and your proposed resolution to the issue. (attach additional pages as required). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**Information Regarding Alternative Dispute Resolution Options:**

Check one:

\_\_\_\_ Mediation

 \_\_\_\_\_ Parties agree to retain the services of \_\_\_\_\_\_\_\_\_\_\_\_ and will pay all costs

\_\_\_\_ Early Neutral Evaluation

 \_\_\_\_\_ Parties agree to participate in court annexed ENE program for a set fee

 \_\_\_\_\_ Parties agree to participate in a private ENE program and pay all costs

\_\_\_\_ Other (please indicate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information Regarding Finances:**

Petitioner’s employer and address: Respondent’s employer and address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Petitioner’s gross monthly income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respondent’s gross monthly income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary of monthly budget expenses (for the party preparing this form):

 Mortgage $\_\_\_\_\_\_\_\_\_\_

 Rent $\_\_\_\_\_\_\_\_\_\_

 Food $\_\_\_\_\_\_\_\_\_\_

 Telephone $\_\_\_\_\_\_\_\_\_\_

 Heat $\_\_\_\_\_\_\_\_\_\_

 Sewer/Water/Garbage $\_\_\_\_\_\_\_\_\_\_

 Electricity $\_\_\_\_\_\_\_\_\_\_

 Cable TV $\_\_\_\_\_\_\_\_\_\_

 Medical Expenses $\_\_\_\_\_\_\_\_\_\_

 Health/life Insurance $\_\_\_\_\_\_\_\_\_\_

 Home Insurance $\_\_\_\_\_\_\_\_\_\_

 Car Insurance $\_\_\_\_\_\_\_\_\_\_

 Car Payment $\_\_\_\_\_\_\_\_\_\_

 Car repair/fuel/license $\_\_\_\_\_\_\_\_\_\_

 Daycare $\_\_\_\_\_\_\_\_\_\_

 School expenses $\_\_\_\_\_\_\_\_\_\_

 Donations $\_\_\_\_\_\_\_\_\_\_

 Clothing $\_\_\_\_\_\_\_\_\_\_

 Laundry and Dry Cleaning $\_\_\_\_\_\_\_\_\_\_

 Recreation/Travel $\_\_\_\_\_\_\_\_\_\_

 Personal Allowances/Incidentals $\_\_\_\_\_\_\_\_\_\_

 Home Maintenance $\_\_\_\_\_\_\_\_\_\_

 Loans (list) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

 Credit card bills (itemize)

 a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

 b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

 c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

 Other (itemize)

 a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

 b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

 c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_

Homestead Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approximate Homestead Value: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mortgage on Homestead: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checking Accounts (bank name(s) and balances(s)): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Savings Accounts (bank name(s) and balances)): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pensions and Profit Sharing Plans (specify account name, approximate value, how it is owned and by home): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Automobiles (make, model, year, approximate mileage and approximate value): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recreational equipment (boats, guns, ATV, motorcycles, etc.) (make, model, year, approximate value): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Assets of value (do not include normal household goods and furnishings) (list each with an approximate value): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there non-marital claims? Yes/No (circle one). If yes, itemize: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACH THE FOLLOWING DOCUMENTS TO THIS DATA SHEET:**

 1. Additional sheets as necessary to answer any and all questions above.

 2. Paystubs for the last three months of employment.

 3. If self-employed, please attach a statement of receipts and expenses for the past six months.

 4. Most recent Federal and State Tax Returns, including W-2s and 1099s, if self-employed.

 5. Any unemployment compensation statements or worker’s compensation statements and all other income received during the last three months, including any public financial assistance in money or in-kind services (grants, heating assistance, medical assistance, etc.)

This form was prepared by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Petitioner/Respondent

 Address/Telephone number:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix IX

Ninth Judicial District/Itasca County Forms and News Article

* Confidential Initial Case Management Conference Data Sheet
* Participant Evaluation Form
* Early Neutral Evaluation Outcomes Measures Form
* Order Following Initial Case Management Conference—SENE
* Order Following Initial Case Management Conference—FENE
* Itasca County Family Court Early Neutral Evaluation Program Description
* 2010 Itasca County Early Neutral Evaluation Fee Guidelines
* Financial ENE—Evaluator Case Form
* Grand Rapids Herald-Review News Article: More couples reach divorce settlements with pilot program in Itasca County

**STATE OF MINNESOTA IN DISTRICT COURT**

**COUNTY OF ITASCA NINTH JUDICIAL DISTRICT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ File No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Petitioner, **Confidential**

 **Initial Case Management**

And **Conference Data Sheet**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Respondent.

**THIS FORM MUST BE COMPLETED WITH THE BEST INFORMATION AVAILABLE AT THE TIME OF COMPLETION AND SUBMITTED TO THE COURT AT LEAST TWO BUSINESS DAYS BEFORE THE INITIAL CASE MANAGEMENT CONFERENCE.**

1. The following information is provided by the: Petitioner/Respondent (circle one).
2. Has either party been the subject of a harassment restraining order? Yes/No (circle one).
3. Has either party been the subject of a domestic abuse order for protection? Yes/No (circle one).
4. Is an interpreter needed? Yes/No (circle one).
5. Are you working with a Guardian ad Litem (GAL)? Yes/No (circle one).

If yes, name of GAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GAL address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have you ever felt unsafe or intimidated in this relationship? Yes/No (circle one). If so, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INFORMATION REGARDING CHILDREN:**

1. List the names, birthdates and ages of the minor children of this relationship.

2. List the names, birthdates and ages of other minor children of the parties.

3. Have any of the children been the subject of a child protection case? Yes/No (circle one). If yes:

when\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ where\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Is there an agreement regarding legal custody of children? Yes/No (circle one).

5. Is there an agreement regarding physical custody of children? Yes/No (circle one).

6. Is there an agreement regarding parenting time? Yes/No (circle one).

7. Give a statement of what the agreement is for each issue that is resolved: (attach additional pages as required) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INFORMATION REGARDING FINANCES**

1. Petitioner’s Employer and address: Respondent’s Employer and address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Petitioner’s gross monthly income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Respondent’s gross monthly income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Summary of monthly budget expenses (for the party preparing this form):

 **Expenses: Amount:**

Mortgage $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rent $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Heat $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sewer/Water/Garbage $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electricity $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cable TV $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medical Expenses $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health/life insurance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home insurance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Car Insurance $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Car payment $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Car repair/fuel $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daycare $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School expenses $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donations $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Loans (list): Monthly payment: Balance owed:

1. \_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit card bills (itemize): Monthly payment: Balance owed:

* 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Monthly Expenses / Debts: Monthly payment: Balance owed:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. **REAL ESTATE**:

a. Homestead:

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate Homestead Value: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mortgage on Homestead: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of purchase: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 b. Other real estate:

 Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approximate Value: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mortgage: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date of purchase:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Business:

 a. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 b. Approximate Value & Approximate Debts: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Bank Account Balances: Approximate Checking Balance: Approximate Savings balance:

 a. Bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 b. Bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 c. Bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Pensions and Profit Sharing Plans:

a. Account name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Approximate value: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. In whose name? Petitioner/ Respondent (circle one) 8.Investment Accounts:

a. Type/Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Approximate value: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. In whose name? Petitioner/ Respondent (circle one) 9. IRA:

 a. Type/Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 b. Approximate value: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 c. In whose name? Petitioner/ Respondent (circle one)

10. Automobiles: Make, model, year, approximate mileage, and approximate value:

11. Recreational equipment (boats, guns, ATV, motorcycles, snowmobiles, etc.) Make, model, year, and approximate value: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Other Assets valued at $500 or more (do not include normal household goods and furnishings).

List each with an approximate value: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Are there non-marital claims? (i.e. gift solely to one spouse, something owned prior to the marriage, etc.) Yes/No (circle one) If yes, itemize:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACH THE FOLLOWING DOCUMENTS TO THIS DATA SHEET:**

1. Pay stubs for the last three months of employment.
2. Please attach your most recent Federal Tax Return with all attachments, including W-2s and 1099’s as applicable.
3. Please attach documentation of all other income received during the last three months, including, but not limited to: unemployment compensation, worker’s compensation, public financial assistance in money or in-kind services (grants, heating assistance, medical assistance, etc.), etc.

THIS FORM WAS PREPARED BY:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Signature

 Address/Telephone Number:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant Evaluation Form

**Your responses will be used by the Itasca County District Court to improve the quality of Initial Case Management Conferences (ICMCs) and Early Neutral Evaluations (ENE).**

1. ICMC Judge:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Were you represented by a lawyer? [ ]  Yes [ ]  No

3. Did the Notice of Assignment and Setting of Initial Case Management Conference:

a. Clearly explain the purpose of the ICMC? [ ]  Yes [ ]  No

b. Clearly explain what information must be sent to the judge before the ICMC? [ ]  Yes [ ]  No

4. At the ICMC, did the judge provide enough information regarding ENE to allow you to make an informed decision regarding whether or not you wanted to participate in the program? [ ]  Yes [ ]  No

 If No, what information should have been provided?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Did the ENE session conform with the judge’s explanation of the ENE process? [ ]  Yes [ ]  No

 If No, what was different?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Names of Early Neutral Evaluator(s) assigned to your case:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. ENE session result in a: [ ]  Full Settlement [ ]  Partial Settlement [ ]  No Settlement

8. Was more than one ENE session needed? [ ]  Yes [ ]  No

If yes:

1. How many sessions did you attend?\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Were additional sessions scheduled in a timely matter? [ ]  Yes [ ]  No
3. Were appraisals, evaluations or studies conducted during the course of ENE? [ ]  Yes [ ]  No
4. If yes, were they completed in a timely manner? [ ]  Yes [ ]  No

9. The evaluator(s): Strongly Agree Agree Neutral Disagree Strongly Disagree

 a. Gave you adequate time to explain issues: 5 4 3 2 1

 b. Was impartial: 5 4 3 2 1

 c. Clearly explained opinion: 5 4 3 2 1

10. Would you recommend the ENE process to someone? [ ]  Yes [ ]  No

**Your responses to these questions will be used to improve the quality of Initial Case Management Conferences (ICMC) and Early Neutral Evaluations (ENE).**

1. ICMC Judge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. The adverse party was: [ ]  Pro Se [ ]  Represented

3. Did the judge adequately explain the ENE process to the parties? [ ]  Yes [ ]  No

If No, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Did the ENE session conform with the judge’s explanation of the ENE process? [ ]  Yes [ ]  No
If No, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Was the scheduling process efficient when scheduling the following:

 a. ICMC? [ ]  Yes [ ]  No

 b. Initial ENE? [ ]  Yes [ ]  No

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Name(s) of evaluator(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The evaluator(s): Strongly Agree Agree Neutral Disagree Strongly Disagree

 a. Was professional: 5 4 3 2 1

 b. Was respectful of participants: 5 4 3 2 1

 c. Was respectful of attorney: 5 4 3 2 1

 d. Understood the issues: 5 4 3 2 1

 e. Articulated opinion well: 5 4 3 2 1

7. Was the evaluator’s opinion consistent with your experience regarding how the issues would likely be resolved if the matter was tried in Itasca County? [ ]  Yes [ ]  No

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Would you recommend this evaluator/team to future clients? [ ]  Yes [ ]  No

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. ENE resulted in: [ ]  Full Settlement [ ]  Partial Settlement [ ]  No Settlement

If the matter was fully or partially settled, do you believe ENE resulted in the following:

1. Faster settlement than traditional methods? [ ]  Yes [ ]  No
2. Your client paying less in attorney’s fees? [ ]  Yes [ ]  No
3. Reduced conflict? [ ]  Yes [ ]  No

10. How many sessions did you attend?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Were additional sessions scheduled in a timely manner? [ ]  Yes [ ]  No
2. Were appraisals, evaluations or studies conducted during ENE? [ ]  Yes [ ]  No
3. If yes, were they completed in a timely manner? [ ]  Yes [ ]  No

**EARLY NEUTRAL EVALUATION OUTCOMES MEASURES FORM**

1. Case Name: 2. Court File : 3. Referring Official:

4. Opening Date: 5. Closing Date:

6. Team Members: 1. 2.

7. Case Type (Mark all that apply)

Custody\_\_\_\_\_\_\_\_\_ Parenting time \_\_\_\_\_\_ Post-decree custody \_\_\_\_\_\_

Post-decree Parenting Time \_\_\_\_ Geographic Move \_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Select Status of parties: Pro se – 1 Party\_\_\_\_\_\_\_ Pro se – 2 Parties \_\_\_\_\_ Attorneys \_\_\_\_\_\_\_\_

9. Type of information gathered beyond initial presentation (Mark all that apply)

Interview Parties \_\_\_\_\_\_\_\_\_ Interview Children \_\_\_\_\_\_\_\_\_\_ Contact Collaterals \_\_\_\_\_\_\_\_\_\_

CD Evaluation \_\_\_\_\_\_\_\_\_\_\_ Adult Psychological Evaluation \_\_\_\_\_\_\_\_

Child Psychological Evaluation \_\_\_\_\_\_\_\_\_

10. Number of meetings for team \_\_\_\_\_\_\_ 11. Number of hours for team\_\_\_\_\_\_\_\_\_

12. Outcome/recommendation at Case Closure:

Full Settlement \_\_\_\_\_\_\_\_ Partial Settlement \_\_\_\_\_\_\_\_ Limited Evaluation\_\_\_\_\_\_\_\_\_\_\_

Full Evaluation \_\_\_\_\_\_\_\_\_ Other:

13. If team made custody recommendation, what was it?

Legal Custody Joint \_\_\_\_\_ Mother \_\_\_\_ Father \_\_\_\_\_ Other \_\_\_\_\_\_\_\_

Physical Custody Joint \_\_\_\_\_ Mother \_\_\_\_ Father \_\_\_\_\_ Other \_\_\_\_\_\_\_\_

14. Outcome upon follow up with court:

Full Settlement \_\_\_\_\_\_\_\_\_ Partial Settlement \_\_\_\_\_\_\_\_\_ Limited Evaluation \_\_\_\_\_\_\_\_\_\_

Full Evaluation \_\_\_\_\_\_\_\_\_ Other:

15. If settlement was reached, what was in the court order that resulted?

Legal Custody Joint \_\_\_\_\_ Mother \_\_\_\_ Father \_\_\_\_\_ Other\_\_\_\_\_\_\_\_

Physical Custody Joint \_\_\_\_\_ Mother \_\_\_\_ Father \_\_\_\_\_ Other \_\_\_\_\_\_\_\_

**STATE OF MINNESOTA IN DISTRICT COURT**

**COUNTY OF ITASCA NINTH JUDICIAL DISTRICT**

 **Court File No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

 **Petitioner,**

**And Order Following Initial Case**

**Management Conference - SENE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

 **Respondent.**

 The above-entitled matter came on to be heard before the undersigned, one of the Judges of the above named Court, at the Itasca County Courthouse in Grand Rapids, Minnesota on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for an Initial Case Management Conference. Petitioner appeared along with his/her attorney,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Respondent appeared along with his/her attorney, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 The Court met with counsel and the parties and discussed alternate methods for resolving their disputes, narrowing the issues, and crafting a schedule to bring this matter to conclusion in an expeditious manner. Unless otherwise noted, all of the arrangements set forth herein were agreed upon by the parties.

After meeting with the parties, the Court has determined that the following issue(s) are unresolved or in dispute:

 The following issues have been stipulated to by the parties:

The parties’ contact information is as follows:

Petitioner: Contact phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Physical address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email address (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respondent: Contact phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Physical address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email address (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of ENE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ORDER**

1. The parties shall undertake a Social Early Neutral Evaluation (“SENE”).
2. The parties and their attorneys shall meet with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and complete an Early Neutral Evaluation. In the event that the SENE cannot be scheduled at the ICMC, the parties shall schedule the SENE with the evaluator within two days of the ICMC. The SENE meeting must occur within 10 days of the ICMC unless the court permits a later date due to extraordinary circumstances. It shall be the Plaintiff’s responsibility to notify the court within two days of the date and time of the SENE.
3. The SENE process must be completed within 30 days of the ICMC.
4. The Social Early Neutral Evaluation shall address:

 [ ]  Legal Custody

 [ ]  Physical Custody

 [ ]  Parenting time

 [ ]  Child Support

1. The parties are ordered to provide the Social Early Neutral Evaluator with a copy of the Petition and Answer (if any) and their ICMC Data Sheets prior to the initial meeting with the Evaluator. The parties are to cooperate with the Evaluator and shall provide necessary releases in the form requested by the Evaluator. The Evaluator shall have the authority to request additional information through the use of informal or formal methods, including, but not limited to, subpoena, deposition, document request or interrogatory.    However, the parties are prohibited from serving formal discovery and/or filing a Motion for Temporary Relief prior to the SENE.
2. Evidence produced during the Early Neutral Evaluation process that is not otherwise discoverable remains confidential. Impressions or opinions made by the Evaluator or any other neutral who participates in the process remain confidential.
3. A telephone conference shall be initiated by the Petitioner or the Petitioner’s attorney on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2009, with the Court and opposing counsel or party to advise whether or not the parties have settled or to advise the Court of the status of this matter.
4. The cost of the SENE is a flat fee of $600 per couple ($300 per person) to be paid to the evaluators at least 3 days in advance of the SENE.
5. Based on the parties’ agreement, the parties shall, until further written agreement or Order of the Court:

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY THE COURT:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Judge of District Court

**STATE OF MINNESOTA IN DISTRICT COURT**

**COUNTY OF ITASCA NINTH JUDICIAL DISTRICT**

 **Court File No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

 **Petitioner,**

**And Order Following Initial Case**

 **Management Conference - FENE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

 **Respondent.**

 The above-entitled matter came on to be heard before the undersigned, one of the Judges of the above named Court, at the Itasca County Courthouse in Grand Rapids, Minnesota on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for an Initial Case Management Conference. Petitioner appeared along with his/her attorney,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Respondent appeared along with his/her attorney, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 The Court met with counsel and the parties and discussed alternate methods for resolving their disputes, narrowing the issues, and crafting a schedule to bring this matter to conclusion in an expeditious manner. Unless otherwise noted, all of the arrangements set forth herein were agreed upon by the parties.

After meeting with the parties, the Court has determined that the following issue(s) are unresolved or in dispute:

The following issues have been stipulated to by the parties:

The parties’ contact information is as follows:

Petitioner: Contact phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Physical address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email address (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respondent: Contact phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Physical address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email address (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of ENE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ORDER**

1. The parties shall undertake Financial Early Neutral Evaluation (“FENE”).
2. The parties and their attorneys shall meet with \_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and complete a Financial Early Neutral Evaluation. In the event that the FENE cannot be scheduled at the ICMC, the parties shall schedule the FENE with the evaluator within two days of the ICMC. The initial FENE meeting must occur within 14 days of the ICMC unless the court permits a later date due to extraordinary circumstances. It shall be the Plaintiff’s responsibility to notify the court within two days of the date and time of the FENE.
3. The FENE process must be completed within 60 days of the ICMC.
4. No changes to this date may be made by the parties or the Evaluator without prior court approval.
5. The Financial Early Neutral Evaluation shall address the following issues:

 [ ]  Child support

 [ ]  Spousal maintenance

 [ ]  Non-marital property

 [ ]  Valuation of marital property

 [ ]  Qualified and non-qualified plan assets

 [ ]  Division of property

 [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The parties shall provide the Financial Early Neutral Evaluator with a copy of the Petition and Answer (if any), their ICMC Data Sheets, their three most recent paycheck stubs, and their federal income tax returns for the past three years at least 5 days prior to the initial meeting with the Evaluator. The parties are to cooperate with the Evaluator and shall provide necessary releases in the form requested by the Evaluator. The Evaluator shall have the authority to request additional information through the use of informal or formal methods, including, but not limited to, subpoena, deposition, document request or interrogatory.    However, the parties are prohibited from serving formal discovery and/or filing a Motion for Temporary Relief prior to the FENE.
2. Within 5 days of this Order, the parties shall provide to each other a letter requesting whatever information and documents they need to settle or try this case. The requested information and documents shall be provided to the requesting party no later than one week prior to the ENE date described above, unless the providing party conducts a conference call with the Court and the Court determines that the disputed documents need not be provided.
3. Evidence produced during the Early Neutral Evaluation process that is not otherwise discoverable remains confidential. Impressions or opinions made by the Evaluator or any other neutral who participates in the process remain confidential.
4. A telephone conference shall be initiated by the Petitioner or the Petitioner’s attorney on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2009, with the Court and opposing counsel or party to advise whether or not the parties have settled or to advise the Court of the status of this matter.
5. The cost of the FENE is a flat fee of $600 per couple ($300 each) to be paid to the evaluator at least 3 days in advance of the ENE session.
6. Based on the parties’ agreement, the parties shall, until further written agreement or Order of the Court:

 a.

 b.

 c.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BY THE COURT:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Judge of District Court

**ITASCA COUNTY FAMILY COURT EARLY NEUTRAL EVALUATION PROGRAM DESCRIPTION**

Early Neutral Evaluation (ENE) is a short-term, confidential evaluative process designed to facilitate prompt dispute resolution in Family Court custody parenting time (visitation), and financial matters. The program offers the evaluative impressions of experienced evaluators to parties engaged in custody and parenting time and/or financial disputes. Feedback is provided to parties and their attorneys based on case presentations and a limited amount of information gathering. The ENE process is usually completed within one month for Social ENEs and within two months for Financial ENEs.

1. At any point in the legal process, from the Initial Case Management Conference to a pretrial settlement conference, the judicial officer may refer parties and their attorneys to an evaluator(s) for a social and/or financial ENE. A social ENE deals with custody and parenting time issues. A Financial ENE addresses child support, spousal maintenance, and/or division of property.
2. An ENE team of experienced evaluators, ideally a male/female team, is assigned to the case in a social ENE and one evaluator is assigned to the case in a financial ENE.

1. Attorneys and parties meet with the ENE evaluators within 14 days for financial and within 10 days for social, after the ICMC. There is a flat fee of $600 per couple, ($300 per person) for ENE services to be paid to the evaluator(s) in advance of the ENE. Each party is asked to present the important issues in the case. Unless it is necessary to gather additional information, the ENE evaluators provide immediate feedback about each party’s case. Settlement possibilities are discussed and areas needing further scrutiny are identified.
2. The ENE evaluators may gather additional information as necessary and the team may interview parties, interview the child(ren), or gather limited collateral data.
3. The attorneys and parties may meet a second time with the ENE evaluators to hear the evaluators’ assessment and recommendations. Settlement options for full and partial agreements are discussed. If the case does not settle, the evaluators identify critical issues that may need additional study.
4. If a full or partial settlement is reached, a copy of the agreement is sent to the judicial officer. The ENE evaluators may not be called as witnesses with respect to the information obtained or the recommendations made during the ENE process.
5. In addition to reporting full and partial settlements, the ENE evaluator(s) may communicate with the judicial officer for the limited purpose of facilitating case management. For example, if one issue stands in the way of settlement, such as a chemical health concern, the ENE evaluators may report the disputed issue to the judicial officer for case management purposes. Armed with such information, the judicial officer may opt for a chemical health assessment rather than a full-fledged custody evaluation.
6. If the case does not settle, the ENE evaluators will advise the Court and the matter will be assigned to a judge.

**2010 ITASCA COUNTY**

**EARLY NEUTRAL EVALUATION**

**FEE GUIDELINES**

|  |  |
| --- | --- |
| **GROSS ANNUAL INCOME** | **PORTION OF FEE PAID BY PARTY** |
| **IFP, recipient of MFIP or General Assistance** | **$0 to $50** |
| **$0 to $35,000** | **$50 to $150** |
| **$35,001 to $50,000** | **$150 to $300** |
| **Above $50,000** | **$300 to $600\*** |

**Early Neutral Evaluations (ENE) cost $600 and each party is generally responsible for $300. Grant funds are available through the Blandin Foundation to assist parties in paying for their ENE. The above fee guidelines reflect the amount of the ENE fee for which a party will be responsible. The remainder of the fee will be paid for by the Blandin Foundation Grant.**

**\*At the Judge’s discretion, one party may be required to pay the entire $600 fee.**

|  |
| --- |
| **Financial ENE - Evaluator Case Form** |
|  |  |  |  |
|  |  |  |  |
|  | Date form completed: |  |   |
|  |  |  |  |
| 1 | FENE Evaluator |  |   |
| 2 | County |  |   |
| 3 | District |  |   |
| 4 | Judicial officer |  |   |
| 5 | Case number |  |   |
| 6 | Parties' last name(s) |  |   |
| 7 | Attorney A (or pro se) |  |   |
| 8 | Attorney B (or pro se) |  |   |
| 9 | Date of ICMC or ENE assignment |  |   |
| 10 | Date of first meeting |  |   |
| 11 | Date of final settlement |  |   |
| 12 | Date letter sent to Court |  |   |
| 13 | Issues involved #1 (see number key) |  |   |
| 14 | Outcomes #1 (see letter key) |  |   |
| 15 | Issue Resolved Date #1 |  |   |
| 16 | Issues involved #2 (see number key) |  |   |
| 17 | Outcomes #2 (see letter key) |  |   |
| 18 | Issue Resolved Date #2 |  |   |
| 19 | Issues involved #3 (see number key) |  |   |
| 20 | Outcomes #3 (see letter key) |  |   |
| 21 | Issue Resolved Date #3 |  |   |
| 22 | Issues involved #4 (see number key) |  |   |
| 23 | Outcomes #4 (see letter key) |  |   |
| 24 | Issue Resolved Date #4 |  |   |
| 25 | Experts involved |  |   |
| 26 | Hourly rate  |  |   |
| 27 | Hourly rate if revised later |  |   |
| 28 | Total hours on case |  |   |
| 29 | Total fees |  |  $ -  |
| 30 | Number of meetings |  |   |
| 31 | Any prior ADR attempted? |  |   |
| 32 | Comments |  |   |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  Issues: |   |  Outcomes: |
|  |  1 = Antenuptial agreement |  |  A = Settlement |
|  |  2 = Property division |  |  C = Settled outside ENE (if C add comment) |
|  |  3 = Valuation (business, etc) |  |  D = No settlement |
|  |  4 = Non-marital tracing |  |  E = No settlement - to ADR/Mediation |
|  |  5 = Spousal maintenance |  |  F = No settlement - not appropriate for ENE |
|  |  6 = Child support |  |   |
|  |  7 = Home occupancy |  |   |
|  |  8 = Other (describe) |   |   |



Appendix X

Tenth Judicial District/Anoka County Forms

A—Early Neutral Evaluation Confidentiality Agreement

B—Consent For Release and Exchange of Confidential Information

C—Intake Form

D—ENE Checklist

E—Letter Request for Referral to Court Services

F—Memorandum of Custody and Understanding and Agreement

G—Memorandum of Financial Issues Understanding and Agreement

H—Notice of No Agreement

I—Request For Order Extending Timelines For Early Neutral Evaluation and Order

J—Request For Referral To Court Services

K—Scheduling Letter (CPENE)

L—Scheduling Letter (FENE)

M—Custody Parenting Time ENE—Evaluator Case Form

N—Financial ENE—Evaluator Case Form

O—Evaluator’s Evaluation Form

P—Attorney Evaluation Form

Q—Participant Evaluation Form

R—Anoka County Early Neutral Evaluation Process

S—Anoka County Family Court Early Neutral Evaluation Program Description

T—Program Policies and Guidelines

U—Fee Scale For Anoka County Early Neutral Evaluation

V—Initial Case Management Conference Data Sheet

W—Conference Order For Early Neutral Evaluation (ENE)

X—Initial Case Management Conference Order for ENE, Stipulation and Temporary Order

Y—Order Assigning Evaluator For Early Neutral Evaluation

Z—Order Referring To Court Services

**EARLY NEUTRAL EVALUATION CONFIDENTIALITY AGREEMENT (Appendix A)**

ENE is a confidential service intended to provide you with a setting in which you may speak openly and not fear that your statements will be shared with the Court. It is controlled by Rule 114, which states: “Statements made and documents produced in non-binding ADR processes which are not otherwise discoverable are not subject to discovery or other disclosure and are not admissible into evidence for any purpose at trial, including impeachment, except as provided in paragraph (d).” (emphasis added) Rule 114.08(b). To comply with Rule 114, information you provide will be handled in the following matter:

1. Any notes taken by the ENE evaluator(s) are kept in a file which only they may access.
2. Any notes taken during telephone conversations with doctors, teachers, therapist or other collateral source, are kept in the file with the ENE evaluator’s notes. Only the evaluators may access them.
3. The evaluators may not be deposed or subpoenaed, and may not give testimony regarding any information obtained during the ENE.
4. The evaluator(s) will not share information from the ENE with anyone, even if you sign a release of information for them to do so, except in the following circumstances:
5. If an ENE evaluator is a mandated reporter, information received by them involving physical or sexual abuse of a child or vulnerable adult that rises to the level of being reportable, must be reported to Child Protection or a law enforcement agency. The evaluator has no discretion over the release of this information. Additionally, evaluators will report threats or suspicion of future bodily harm toward another or threats of suicide.
6. The Court is notified of the outcome of the ENE in one of the following ways:
7. If the evaluator concludes that your case is inappropriate for ENE, they will communicate such to the Court.
8. If you reach full settlement: the Court will be given a summary of your agreement and will be advised which party or attorney will draft the settlement and when it will be done.
9. If you reach settlement on some but not all issues: the Court will be given a summary of what agreements were reached and what issues were not resolved. Further evaluations may be requested, including chemical or psychological assessments. The evaluator(s) will not tell the Court why such assessments are needed.
10. If you do not reach agreement on any issues: the Court will be advised of what services the evaluator recommends. Again, further evaluations may be requested, including chemical or psychological assessments. The evaluators will not tell the Court why such assessments are needed.
11. Following a CPENE, should you proceed with mediation or a custody evaluation, neither evaluator will conduct the mediation or evaluation and neither of them may talk to or share notes with the mediator or evaluator about your ENE.

Signature Date

Signature Date

Evaluator Date

Second Evaluator (for CPENE only) Date

**ANOKA COUNTY EARLY NEUTRAL EVALUATION (ENE) PROGRAM**

**325 East Main Street**

**Anoka, Minnesota 55303**

**CONSENT FOR RELEASE AND EXCHANGE OF CONFIDENTIAL INFORMATION (Appendix B)**

**TO:**

**Regarding:**

**Name:** **DOB:**

**Name:** **DOB:**

**Approximate date(s) of your contact:**

I give my permission and request that the following information be released for the purpose of an Early Neutral Evaluation.

I hereby authorize you to disclose to Early Neutral Evaluator, the information requested below. I also give my permission for the above staff person to exchange information with you.

I understand this release is valid only for the following information:

\_\_\_\_\_ Police records and incident reports

\_\_\_\_\_ Medical or psychiatric treatment/hospitalization records

\_\_\_\_\_ Family and social casework agency records

\_\_\_\_\_ Juvenile and adult court records

\_\_\_\_\_ School/day care information

\_\_\_\_\_ Chemical dependency evaluation and treatment records

\_\_\_\_\_ Mental health counseling/therapy records, including psychological testing

\_\_\_\_\_ Other (specify):

I have been instructed as to the purpose and intended use of the release information and who will receive the information. I have been informed of my right to refuse to release this information. I acknowledge that services provided are not conditioned upon my agreement to sign this authorization. I understand I may revoke this consent upon written notice (not retroactive) at any time by informing the above-named ENE Neutral Evaluator. This consent will automatically expire one year from the date below.

Dated:

 Client Signature

Dated:

 Client Signature

Dated:

 Witness

**ANOKA COUNTY EARLY NEUTRAL EVALUATION (ENE) PROGRAM**

**INTAKE FORM (Appendix C)**

The following information is necessary for us to initiate our service to you. Please carefully print your responses to all of the questions below.

**INFORMATION ABOUT YOU**

**Name**

First Full Middle Last

**Address**

Street Apt. # City State Zip Code

**Date of Birth** **Age**

**Phone Numbers:** Home Cell Work

**E-Mail**

**List All Previous Name(s)**

**Date of Marriage** **Date of Divorce/Separation**

**INFORMATION ABOUT YOUR EMPLOYMENT**

**Employer Name**

**Job Title** **Work Hours**

**INFORMATION ABOUT YOUR CHILD(REN)**

**Name of Child(ren)** *(use back of form for additional child(ren)*:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Sex | DOB | Age | Lives With |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Other Child(ren) of Either Party** *(use back of form for additional child(ren)*:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Sex | DOB | Age | Lives With |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**INFORMATION ABOUT OTHER COURT ORDERS**

**Is there a current court order prohibiting contact between each party?** \_\_\_\_Yes \_\_\_\_No

(Check all that apply.):

[ ]  Harassment Restraining Order (HRO). Date of order:

[ ]  Domestic Abuse Order for Protection (OFP). Date of order:

[ ]  No Contact Order or other court order. Date of order:

[ ]  Other court order prohibiting contact with the other party: \_\_\_\_\_\_

 \_\_\_\_\_\_

**(If you checked any of the boxes above, you must attach a copy of the Order.)**

**Have you been or are you now afraid of your spouse?** \_\_\_\_\_Yes \_\_\_\_\_No

If yes, please explain: \_\_\_\_\_

 \_\_\_\_\_

 (You will be allowed to discuss this in the ENE session, should you choose.)

**INFORMATION ABOUT YOUR ATTORNEY**

**Attorney's Name**  **Phone**  \_\_\_\_\_

**Attorney's Address**  \_\_\_\_\_

**Fax Number**   **E-Mail** \_\_\_\_\_

**INTERPRETER**

**Is an interpreter needed?** Yes No

**Language** \_\_\_\_\_

**GUARDIAN AD LITEM**

**Are you working with a Guardian ad Litem (GAL)?**  Yes No

**If yes, Name of Guardian ad Litem** \_\_\_\_\_

**GAL Address** \_\_\_\_\_

**Phone #**  **Fax #** **E-Mail** \_\_\_\_\_

\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

***FOR OFFICE USE ONLY***

ENE Coordinator: *(refer any questions regarding this case to this person)*

Blocked Judge: Court File No. \_\_\_\_\_\_\_\_\_\_\_

Miscellaneous Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ENE Checklist (Appendix D)**

CPENE or FENE (circle one)

Petitioner, , represented by

Respondent, , represented by

Court File No.:

Judge:

Date of ENE Order:

* Conflict check
* Date of first meeting:

30 day CPENE deadline

60 day FENE deadline:

* Reserve room for ENE (2 rooms if contact prohibited by court order)
* Letter sent to parties/attorneys
1. Confirming date, time, location (optional)
2. Including:

Intake form (if not already completed)

Confidentiality form

Statement of assets form (for FENE only)

* Email meeting date, time, and location to Coordinator
* At end of ENE, provide evaluation forms to parties and attorneys
* Within 5 days after ENE, complete summary, request for extension, or referral to court services – forward directly to Court, copy to Rachel Morrison
* Complete Evaluator Case Form(s) and Evaluator’s Evaluation form, forward to Rachel Morrison

October 6, 2010 (Appendix E)

The Honorable \_\_\_\_\_\_\_\_\_\_

Judge of the District Court

Anoka County Courthouse

325 East Main Street

Anoka, MN 55303

RE: In Re the Marriage of: \_\_\_\_\_\_\_\_\_\_, Petitioner, and \_\_\_\_\_\_\_\_\_\_, Respondent

Court File # \_\_\_\_\_\_\_\_\_\_

Dear Judge \_\_\_\_\_\_\_\_\_\_:

Enclosed for filing and served on the parties by United States Mail is a copy of a Request for Referral to Court Services in to the above-entitled matter.

Sincerely,

Early Neutral Evaluator

Enc.

cc: \_\_\_\_\_\_\_\_\_\_, Petitioner

 \_\_\_\_\_\_\_\_\_\_, Attorney for Petitioner

 \_\_\_\_\_\_\_\_\_\_, Respondent

 \_\_\_\_\_\_\_\_\_\_, Attorney for Respondent

**STATE OF MINNESOTA IN DISTRICT COURT**

**COUNTY OF ANOKA TENTH JUDICIAL DISTRICT**

In Re the Marriage of:

 **MEMORANDUM OF CUSTODY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, **AND PARENTING TIME**

 Petitioner, **UNDERSTANDING AND AGREEMENT (Appendix F)**

 and

 Court File No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 Respondent.

Early Neutral Evaluation (ENE) in the above-entitled matter was held on \_\_\_\_\_\_\_\_\_\_\_\_. Appearances were as follows:

[ ]  Petitioner [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attorney for Petitioner

[ ]  Respondent [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attorney for Respondent

[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]

The following agreements/partial agreements were reached at ENE:

**CUSTODY**

|  |  |
| --- | --- |
| **Physical Custody** | **Legal Custody** |
| [ ]  Sole physical custody with\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **[ ]**  Sole legal custody with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **[ ]** Joint physical custody | **[ ]** Joint legal custody |
| **[ ]** No agreement as to physical custody | **[ ]** No agreement as to legal custody |

**PARENTING TIME**

Parenting time for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is permanently / temporarily as follows:

**Weekends**:

 Alternating weekends from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (day) at \_\_\_\_\_\_\_\_\_\_\_\_\_ (time) until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (day) at \_\_\_\_\_\_\_\_\_\_\_\_\_ (time).

 Notes:

**Weekdays:**

 Every \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (day) from \_\_\_\_\_\_\_\_\_\_\_\_ (time) until \_\_\_\_\_\_\_\_\_\_\_ (time).

 Every \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (day) at \_\_\_\_\_\_\_ (time) until \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (day) at \_\_\_\_\_\_\_\_ (time).

 Notes:

**Vacation/Summer:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Birthdays**: ALL (children, mother, and father) birthdays will be celebrated during scheduled parenting time or: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Holidays:**  | **Odd Years** | **Even Years** | **Notes** (times, other) |
| New Year's Eve |  |  |  |
| New Year's Day |  |  |  |
| Easter |  |  |  |
| Memorial Day |  |  |  |
| Independence Day |  |  |  |
| Labor Day |  |  |  |
| Thanksgiving |  |  |  |
| Christmas Eve |  |  |  |
| Christmas Day |  |  |  |
| Spring Break |  |  |  |
| Winter Break |  |  |  |
| MEA |  |  |  |
| Mother’s Day |  |  |  |
| Father’s Day |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |

**Phone calls/e-mails:** The parties shall enjoy *reasonable* telephone and e-mail contact with the minor child(ren). Telephone and e-mail contact with the minor child(ren) shall be as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Communication:** The parties shall communicate about parenting time issues and other issues about the child(ren) as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Transportation:** The parties shall share transportation costs of the child(ren) as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **Cancellation policy:** If \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cancels \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s parenting time for any reason, he/she must provide compensatory time within one month. If \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cancels his/her parenting time for any reason, the parenting time is forfeited that particular time, unless the parties can mutually agree to exchange times.

[ ]  If conflicts arise during the standard scheduled parenting time, and the parent is unavailable for 8 hours or more, the other parent shall be offered the first opportunity to have the children during that time. Alternative care arrangements can be made only if the other parent is unable to provide care during the period in question.

**Other agreed upon issues:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Issues not agreed upon include:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[ ]** The parties agree to attempt to resolve any dispute regarding custody or parenting time through a family law mediator qualified as a neutral under Rule 114.13 prior to scheduling a motion before this Court on those issues should Early Neutral Evaluation fail to reach full settlement, if deemed appropriate. The parties agree to share equally in the cost of a family law mediator.

[ ]  The parties have not agreed as to permanent physical custody and as a result, the parties agree this matter should be referred to Court Services.

[ ]  **We do** [ ]  **We do not** intend for this agreement to be interpreted as a Parenting Plan pursuant to Minn. Stat. § 518.1751.

**This schedule shall take effect on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.**

**ACKNOWLEDGMENTS:**

By signing below, I agree that I have read this agreement, have considered it carefully, fully understand the terms, and enter into the foregoing agreement freely and voluntarily. I fully understand that this agreement, upon approval by a District Court Judge, will become a fully enforceable court order, and I agree to be bound by all of its terms.

Petitioner Respondent

Dated: Dated:

Attorney for Petitioner Attorney for Respondent

Dated: Dated:

Evaluator Evaluator

Dated: Dated:

|  |  |
| --- | --- |
| **\_\_\_\_\_\_****Attorney****Initials** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attorney for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agrees to draft a proposed Stipulation and Order incorporating the above provisions. Said proposed order shall be circulated to the parties and any attorneys for signature and submitted to the Court within \_\_\_\_\_\_\_\_\_\_ days of the date of this agreement.** |

Please send this form to: The Honorable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Judge of the District Court

 Anoka County Courthouse

 325 East Main Street

 Anoka, MN 55303

**STATE OF MINNESOTA IN DISTRICT COURT**

**COUNTY OF ANOKA TENTH JUDICIAL DISTRICT**

In Re the Marriage of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 **MEMORANDUM OF FINANCIAL**

 Petitioner, **ISSUES UNDERSTANDING**

 and **AND AGREEMENT (Appendix G)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 Court File No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Respondent.

Early Neutral Evaluation (ENE) in the above-entitled matter was held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Appearances were as follows:

[ ]  Petitioner [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attorney for Petitioner

[ ]  Respondent [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attorney for Respondent

[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]

|  |  |
| --- | --- |
| The parties have reached an agreement on the following financial issues: | The parties have been unable to reach an agreement on the following financial issues: |
| [ ]  Spousal maintenance[ ]  Home occupancy[ ]  Personal property division[ ]  Assets awarded to Petitioner[ ]  Assets awarded to Respondent[ ]  Qualified and non-qualified plan assets[ ]  Determination of non-marital property[ ]  Valuation of marital property[ ]  Business[ ]  Antenuptial agreement[ ]  Attorney’s fees[ ]  Child support[ ]  Allocation of debt[ ]  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  Spousal maintenance[ ]  Home occupancy[ ]  Personal property division[ ]  Assets awarded to Petitioner[ ]  Assets awarded to Respondent[ ]  Qualified and non-qualified plan assets[ ]  Determination of non-marital property[ ]  Valuation of marital property[ ]  Business[ ]  Antenuptial agreement[ ]  Attorney’s fees[ ]  Child support[ ]  Allocation of debt[ ]  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 The following agreements/partial agreements were reached at ENE:

**SPOUSAL MAINTENCE**

[ ]  No agreement

[ ]  No spousal maintenance to either party

[ ]  Agreement to mutual reservation

[ ]  Agreement of $\_\_\_\_\_\_\_\_\_\_\_\_ per month paid by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From:\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_ Beginning: \_\_\_\_\_\_\_\_\_\_\_\_\_

Duration:

**PROPERTY**

**Homestead Occupancy:**

 [ ]  No agreement

[ ]  Agreement as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Property Division:**

 [ ]  No agreement

[ ]  Agreement as follows:

[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is to pay to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the sum of $\_\_\_\_\_\_\_\_\_\_\_\_\_, as a complete and final settlement of all property in dispute between them.

**Assets awarded to Petitioner:**

 [ ]  No agreement

[ ]  Agreement as follows:

Subject / Not subject to pay encumbrances and debts: \_\_\_\_\_\_

**Assets awarded to Respondent:**

 [ ]  No agreement

[ ]  Agreement as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject / Not subject to pay encumbrances and debts: \_\_\_\_\_\_

**Division of Debt:**

 [ ]  No agreement

[ ]  Agreement as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Qualified and Non-Qualified Plan Assets:**

 [ ]  No agreement

[ ]  Agreement as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Determination of Non-Marital Property:**

 [ ]  No agreement

[ ]  Agreement as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Valuation of Non-Marital Property:**

 [ ]  No agreement

[ ]  Agreement as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject / Not subject to pay encumbrances and debts: \_\_\_\_\_\_

**Business:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of business), is valued at: using a valuation date of

**ANTENUPTIAL AGREEMENT**

[ ]  No antenuptial agreement

[ ]  No agreement as to validity/terms of antenuptial agreement.

[ ]  Parties agreed the antenuptial agreement is valid.

[ ]  Agreement as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTORNEYS FEES**

[ ]  No agreement

[ ]  Each party is to pay all attorney’s fees incurred by their respective attorney.

[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is to pay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ toward attorney’s fees.

**CHILD SUPPORT**

**Basic Support:**

[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to pay $\_\_\_\_\_\_\_\_ per month basic support beginning \_\_\_\_\_\_\_\_\_\_\_\_, as a guidelines calculation.

[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to pay $\_\_\_\_\_\_\_\_ per month basic support beginning \_\_\_\_\_\_\_\_\_\_\_\_, as a deviation based on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Child Care Support:**

[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to pay $\_\_\_\_\_\_\_\_ per month child care support beginning \_\_\_\_\_\_\_\_\_\_\_.

**Medical Support:**

[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to obtain/maintain medical insurance beginning

[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to obtain/maintain dental insurance beginning

[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to pay $\_\_\_\_\_\_\_ per month medical support beginning \_\_\_\_\_\_\_\_\_\_\_\_\_.

[ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to pay \_\_\_\_\_% and \_\_\_\_\_\_\_\_\_\_\_\_\_ to pay \_\_\_\_\_% of the uninsured and unreimbursed health care related expenses.

**OTHER**

 \_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_

**[ ]** The parties agree to attempt to resolve any dispute through a mediator qualified as a neutral under Rule 114.13 prior to scheduling a motion before this Court on those issues should Early Neutral Evaluation fail to reach full settlement, if deemed appropriate. The parties agree to share equally in the cost of a mediator.

**ACKNOWLEDGMENTS:**

By signing below, I agree that I have read this agreement, have considered it carefully, fully understand the terms, and enter into the foregoing agreement freely and voluntarily. I fully understand that this agreement, upon approval by a District Court Judge, will become a fully enforceable court order, and I agree to be bound by all of its terms.

Petitioner Respondent

Dated: Dated:

Attorney for Petitioner Attorney for Respondent

Dated: Dated:

Evaluator Evaluator

Dated: Dated:

|  |  |
| --- | --- |
| **\_\_\_\_\_\_****Attorney****Initials** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attorney for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agrees to draft a proposed Stipulation and Order incorporating the above provisions. Said proposed order shall be circulated to the parties and any attorneys for signature and submitted to the Court within \_\_\_\_\_\_\_\_\_\_ days of the date of this agreement.** |

Please send this form to: The Honorable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Judge of the District Court

 Anoka County Courthouse

 325 East Main Street

 Anoka, MN 55303

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) (Appendix H)

The Honorable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Judge of the District Court

Anoka County Courthouse

325 East Main Street

Anoka, MN 55303

RE: In Re the Marriage of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Court File: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Judge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

[ ]  1. ENE session cancelled by one of the parties.

[ ]  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ did not appear for the scheduled ENE.

[ ]  3. After ENE session(s), the parties were unable to reach any agreements.

[ ]  4. After ENE commenced, the parties voluntarily opted out of the program.

[ ]  5. After ENE commenced, the evaluators deemed ENE inappropriate for this case.

[ ]  6. Other:

Sincerely,

cc: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Petitioner

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attorney for Petitioner

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Respondent

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attorney for Respondent

**STATE OF MINNESOTA DISTRICT COURT**

**COUNTY OF ANOKA TENTH JUDICIAL DISTRICT**

In Re the Marriage of: **REQUEST FOR ORDER**

 **EXTENDING TIMELINES FOR**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, **EARLY NEUTRAL EVALUATION**

 **AND ORDER (Appendix I)**

 Petitioner,

and

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 Court File No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Respondent.

TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Petitioner

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attorney for Petitioner

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Respondent

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attorney for Respondent

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Early Neutral Evaluator in the above-entitled matter, am informing the Court that all parties have agreed to an extension of the Early Neutral Evaluation process, and request the Court to issue an Order consistent with the information set forth below:

1. The parties and evaluator(s) request the Court to extend the timelines to complete the Early Neutral Evaluation process to
2. The basis for requesting an extension of the timelines is as follows:

|  |  |
| --- | --- |
| CPENE/FENE Signature: | CPENE Signature: |
| Date: | Date: |
| Print Evaluator Name: | Print Evaluator Name: |
| Address: | Address: |
| Telephone: | Telephone: |

**SO ORDERED**

 BY THE COURT:

Dated:

 Judge of District court

**STATE OF MINNESOTA DISTRICT COURT**

**COUNTY OF ANOKA TENTH JUDICIAL DISTRICT**

In Re the Marriage of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 Petitioner, **REQUEST FOR REFERRAL**

and **TO COURT SERVICES (Appendix J)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 Respondent. Court File No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The status of the CPENE is as follows:

[ ]  a. The parties have not reached an agreement on any issues.

[ ]  b. The parties have reached a partial agreement on the following issues:

[ ]  Physical Custody

[ ]  Legal Custody

[ ]  Parenting Time

[ ]  c. The parties have not reached an agreement on the following issues:

[ ]  Physical Custody

[ ]  Legal Custody

[ ]  Parenting Time

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attorney at Law, shall prepare and submit a written Stipulation and Order within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days of the completion of each evaluative session, incorporating the parties’ agreements, if any.

3. The parties request a referral to Court Services for an evaluation for:

[ ]  Custody Evaluation

[ ]  Joint Physical Custody Assessment

[ ]  Split Physical Custody Assessment

Dated:

 Signature of Evaluator

 Print Name:

 Address:

 City/State/Zip:

 Telephone:

cc: \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Petitioner

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attorney for Petitioner

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Respondent

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attorney for Respondent

October 6, 2010 (Appendix K)

TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Petitioner

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attorney for Petitioner

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Respondent

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attorney for Respondent

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Evaluator

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Evaluator

RE: Early Neutral Evaluation Appointment

You have been scheduled to meet with us for an Early Neutral Evaluation on:

(Day, Month, Year, Time), at (Address).

Petitioner, Respondent, and their attorneys, if they have any, must attend the session and be available to meet for at least four (4) hours.

Please do not bring friends, children, or other family members as they will not be included in the session. Also, there is no supervision of children available, so you must make child care arrangements for young children. However, it would be helpful for you to bring a few pictures of your children for the ENE team evaluators to see.

Attorneys and/or pro se parties should come prepared to describe and explain what each party wants regarding custody and/or parenting time and why their plan is in the best interest of the child(ren).

*Fees:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall pay \_\_\_\_\_\_\_\_\_\_\_\_ for the initial 4-hour evaluation. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall pay \_\_\_\_\_\_\_\_\_\_\_\_ for the initial 4-hour evaluation. These payments shall be made at the initial evaluation session, *prior to the commencement* of the evaluation. If additional evaluation time is necessary, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall pay \_\_\_\_\_\_\_\_\_\_\_\_ per hour and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall pay \_\_\_\_\_\_\_\_\_\_\_\_ per hour for the Early Neutral Evaluator(s) services. Fees for additional evaluator hours shall be paid at the conclusion of each session.

These are your assigned evaluators. Please do not contact them unless an emergency arises and you are unable to attend the ENE session as scheduled.

(Evaluator’s Name), (phone number)

(Evaluator’s Name), (phone number)

We are looking forward to assisting you in resolving your issues regarding your child(ren).

Encl.

October 6, 2010 (Appendix L)

TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Petitioner

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attorney for Petitioner

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Respondent

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Attorney for Respondent

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Evaluator

RE: Early Neutral Evaluation Appointment

You have been scheduled to meet with us for an Early Neutral Evaluation on:

(Day, Month, Year, Time), at (Address).

Petitioner, Respondent, and their attorneys, if they have any, must attend the session and be available to meet for at least three (3) hours.

Please do not bring friends, children, or other family members as they will not be included in the session. Also, there is no supervision of children available, so you must make child care arrangements for young children.

Attorneys and/or pro se parties should come prepared to describe and explain what each party wants regarding property division, spousal maintenance, child support, and any other financial issues. You will need to bring a completed Statement of Assets and Liabilities to the ENE session. Documentation regarding any financial issues (appraisals, etc) will be helpful.

*Fees:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall pay \_\_\_\_\_\_\_\_\_\_\_\_ for the initial 3-hour evaluation. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall pay \_\_\_\_\_\_\_\_\_\_\_\_ for the initial 3-hour evaluation. These payments shall be made at the initial evaluation session, *prior to the commencement* of the evaluation. If additional evaluation time is necessary, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall pay \_\_\_\_\_\_\_\_\_\_\_\_ per hour and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall pay \_\_\_\_\_\_\_\_\_\_\_\_ per hour for the Early Neutral Evaluator(s) services. Fees for additional evaluator hours shall be paid at the conclusion of each session.

This is your assigned evaluator. Please do not contact the evaluator unless an emergency arises and you are unable to attend the ENE session as scheduled.

(Evaluator’s Name), (phone number)

I look forward to assisting you in resolving the financial issues of your dissolution.

Encl.

**Custody Parenting Time ENE - Evaluator Case Form (Appendix M)**

|  |  |  |
| --- | --- | --- |
| CPENE evaluator #1 |  |   |
| CPENE evaluator #2 |  |   |
| County |  | Anoka |
| District |  | Tenth |
| ICMC judge |  |   |
| Blocked judge |  |   |
| Court file number |  |   |
| Petitioner's name |  |   |
| Petitioner's attorney (or pro se) |  |   |
| Respondent's name |  |   |
| Respondent's attorney (or pro se) |  |   |
| Date of case filing  |  |   |
| Date of ICMC or CPENE assignment |  |   |
| Date of first ENE session |  |   |
| Number of ENE sessions |  |   |
| Date of final ENE session |  |   |
| Date written disposition sent to Court |  |   |
| Legal custody outcome (see letter key) |  |   |
| Physical custody outcome (see letter key) |  |   |
| Parenting time outcome (see letter key) |  |   |
| OFP/HRO/NCO/GAL/Interpreter? |  |   |
| Mental health/Chem. dep. issues? |  |   |
| Experts/Collateral sources involved? |  |   |
| # of Parties In Forma Pauperis |  |   |
| Total fees charged to parties |  |   |
| Comments |  |   |
|  Outcomes: |   |   |
|   |  |   |
| A = ENE canceled/Parties did not appear |  |   |
| B = Settlement before ENE |  |   |
| C = Full settlement at/after ENE |  |   |
| D = Partial settlement  |  |   |
| E = No settlement  |  |   |
| F = No settlement - to ADR/Mediation  |  |   |
| G = No settlement - referral to Court Services |  |   |
| H = Temporary Agreement |  |   |

**Financial ENE - Evaluator Case Form (Appendix N)**

|  |  |  |
| --- | --- | --- |
| FENE evaluator |  |   |
| County |  | Anoka |
| District |  | Tenth |
| ICMC judge |  |   |
| Blocked judge |  |   |
| Court file number |  |   |
| Petitioner's name |  |   |
| Petitioner's attorney (or pro se) |  |   |
| Respondent's name  |  |   |
| Respondent's attorney (or pro se) |  |   |
| Date of case filing |  |   |
| Date of ICMC or ENE assignment |  |   |
| Date of first ENE session |  |   |
| Number of ENE sessions |  |   |
| Date of final ENE session |  |   |
| Date written disposition sent to Court |  |   |
| Outcome (see letter key) |  |   |
| OFP/HRO/NCO/GAL/Interpreter? |  |   |
| Mental health/Chem. dep. issues? |  |   |
| Experts/Collateral sources involved? |  |   |
| # of Parties In Forma Pauperis? |  |   |
| Total fees charged to parties |  |   |
| Comments |  |   |
|  Outcomes: |   |   |
|   |  |   |
| A = ENE canceled/Parties did not appear |
| B = Settlement before ENE |  |   |
| C = Full settlement at/after ENE |  |   |
| D = Partial settlement  |  |   |
| E = No settlement  |  |   |
| F = No settlement - to ADR/Mediation |   |
| G = No settlement - referral to Court Services |
| H = Temporary Agreement |  |   |

**Evaluator’s Evaluation Form (Appendix O)**

1. Judge making referral:
2. Was either party represented? [ ]  Yes [ ]  No
3. Did the ENE coordinator:

 a. Schedule the initial ENE session in a timely manner? [ ]  Yes [ ]  No

b. Provide you with the ENE order and in-take form before the date of the initial ENE? [ ] Yes [ ]  No

1. Did the parties appear to have a clear understanding of the ENE process at the beginning of the session? [ ]  Yes [ ]  No

If No, what additional information needs to be provided to parties before attending ENE?

1. Was the referred case appropriate for ENE? [ ]  Yes [ ]  No

If No, why not?

1. Comments regarding sliding fee scale and any issues you had in collecting payment:

1. How can the ENE process be improved for:

a. Evaluators:

b. Participants:

1. General Comments:

**Attorney Evaluation Form (Appendix P)**

**Your responses to these questions will be used to improve the quality of Initial Case Management Conferences (ICMC) and Early Neutral Evaluations (ENE).**

1. Judge:
2. The adverse party was: Pro Se [ ]  Represented [ ]
3. Did the judge adequately explain the ENE process to the parties? [ ]  Yes [ ]  No

If No, please explain:

1. Did the ENE session conform with the judge’s explanation of the ENE process? [ ]  Yes [ ]  No

If No, please explain:

1. Was the process efficient that was used to schedule the:

a. ICMC? [ ]  Yes [ ]  No

b. Initial ENE? [ ]  Yes [ ]  No

Comments:

1. Name(s) of evaluator(s):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The evaluator:  | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| a. | Was professional: | 5 | 4 | 3 | 2 | 1 |
| b. | Was respectful of participants: | 5 | 4 | 3 | 2 | 1 |
| c. | Was respectful of attorney: | 5 | 4 | 3 | 2 | 1 |
| d. | Understood the issues: | 5 | 4 | 3 | 2 | 1 |
| e. | Articulated opinion well: | 5 | 4 | 3 | 2 | 1 |

1. The evaluator’s opinion was consistent with attorney’s experience regarding how the issue(s) would likely be resolved if matter was tried in Anoka County: [ ]  Yes [ ]  No

Comments:

1. Would you recommend this evaluator/team to future clients? [ ]  Yes [ ]  No

Comments:

1. Did ENE result in a: Full Settlement [ ]  Partial Settlement [ ]  No Settlement [ ]

If the matter was fully or partially settled, do you believe ENE resulted in:

1. Faster settlement than traditional methods? [ ]  Yes [ ]  No
2. Your client paying less in attorney’s fees? [ ]  Yes [ ]  No
3. Reduced conflict? [ ]  Yes [ ]  No
4. How many sessions did you attend?
	1. Were additional sessions scheduled in a timely manner? [ ]  Yes [ ]  No
	2. Were any appraisals, evaluations or studies conducted during the course of ENE? [ ]  Yes [ ]  No
	3. If yes, were they completed in a timely manner? [ ]  Yes [ ]  No
5. How much was your client charged for ENE? $ Was the fee reasonable: [ ]  Yes [ ]  No

Comments:

**PARTICIPANT EVALUATION FORM (Appendix Q)**

**Your responses will be used by the Anoka County District Court to improve the quality of Initial Case Management Conferences (ICMCs) and Early Neutral Evaluations (ENE).**

1. Judge Assigned to your case:

2. Were you represented by a lawyer: [ ]  Yes [ ]  No

3. Did the Notice of Assignment and Setting of Initial Case Management Conference:

a. Clearly explain the purpose of the ICMC? [ ]  Yes [ ]  No

b. Provide adequate instructions regarding the information to be provided to the judge before the ICMC?

[ ]  Yes [ ]  No

4. At the ICMC, did the judge provide enough information regarding ENE to allow you to make an informed decision regarding whether or not you wanted to participate in the program? [ ]  Yes [ ]  No

If No, what information should have been provided?

5. Was the judge’s explanation of ENE consistent with the manner in which your ENE session was conducted?

[ ]  Yes [ ]  No

If No, what was different?

6. Early Neutral Evaluator/s assigned to your case:

7. Did your ENE session result in a: Full Settlement [ ]  Partial Settlement [ ]  No Settlement [ ]

8. Was more than one ENE session needed? [ ]  Yes [ ]  No If yes:

a. How many sessions did you attend?

b. Were additional sessions scheduled in a timely matter? [ ]  Yes [ ]  No

c. Did you agree to have any appraisals, evaluations or studies conducted during the course of ENE? [ ]  Yes [ ]  No

d. If yes, were they completed in a timely manner? [ ]  Yes [ ]  No

9. The evaluator:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| a. | provided you adequate time to explain issues: | 5 | 4 | 3 | 2 | 1 |
| b. | was impartial: | 5 | 4 | 3 | 2 | 1 |
| c. | clearly explained opinion: | 5 | 4 | 3 | 2 | 1 |

10. How much did your ENE session/s cost? $

Was the price reasonable based on the service provided? [ ]  Yes [ ]  No

If no, please explain:

 11. Would you recommend ENE? [ ]  Yes [ ]  No

**ANOKA COUNTY EARLY NEUTRAL EVALUATION PROCESS (Appendix R)**

1. **Case filed by party/attorney**
2. **Court Administration action**
3. Date stamp, log into MNCIS, create file
4. Assign to judge
5. Assigned to judge, route case to assignment clerk
6. Schedule ICMC for Thursday or Friday morning date that is within 3 weeks of the initial filing
7. Within 5 days of the initial filing, send to parties/attorneys:
8. Notice of Judicial Assignment and of Setting Initial Case Management Conference
9. Initial Case Management Data Sheet
10. Instructions for Initial Case Management Conference Data Sheet
11. Enter any subsequently filed pleadings into MNCIS
12. **Parties/Attorney action**
13. Notify assignment clerk if interpreter needed
14. Complete Initial Case Management Data Sheet
15. Return data sheet directly to judge by 2 days before ICMC (copy to other party/attorney)
16. Attend ICMC
17. Within the assigned judge’s discretion, failure to appear or bring a completed data sheet to the ICMC may mean ENE is no longer an available option and Court may simply issue a scheduling order at ICMC
18. Meet with coordinator, complete Intake Form, cooperate with scheduling
19. Participate in ENE
20. Draft stipulations by date specified in Memorandum of Understanding and Agreement
21. Within 5 days of ENE, file stipulations with Court, copy to assigned judge
22. **Court action**
23. Review Initial Case Management Data Sheet
24. Make initial determination regarding appropriateness of ENE
25. Hold Initial Case Management Conference
26. Give ENE presentation, if appropriate
27. If parties decline ENE, issue scheduling order
28. If parties agree to ENE, issue either:
29. Initial Case Management Conference Order for Early Neutral Evaluation, or
30. Initial Case Management Conference Order for ENE and Temporary Order
31. After ENE, review evaluator’s submission (Memorandum of Understanding and Agreement, Request for Referral to Court Services, Request for Extension of Time for ENE, or Notice of No Agreement)
32. Issue Scheduling Order, Order for Referral to Court Services, Order for Extension of Time for ENE, or other orders based on stipulations submitted by parties/attorneys
33. **Coordinator action (Coordinators: Melissa Epping and Kim Murdoff)**
34. Upon receiving call from Court:
35. Get order from judge and bring parties/attorneys to scheduling room
36. Have parties complete Intake Form
37. Determine evaluator based on rotation, fee set by Court, and any special considerations (domestic violence, mental health issues, etc)
38. Contact evaluator(s)
39. Schedule first ENE session
40. Add ENE details to Order
41. Make copies of Order (1 for each party/attorney, 1 for coordinator)
42. Complete service portion of Order
43. File Order with Court Administration
44. Fax Order and Intake Form to evaluator(s)
45. If right to participate in ENE is forfeited at any point in the process, send a memo to court and copy to attorneys/parties
46. Forward case information to Rachel Morrison
47. **Action by Rachel Morrison, Special Assist. Anoka County Attorney**
	1. Log case information for follow-up
	2. After ENE session, email evaluators requesting feedback/status
	3. Follow up with evaluators if outcome forms not returned according to timelines
	4. Field any questions or issues raised by judges, evaluators, or participants
	5. Address issues with input from members of Steering Committee
	6. Advise evaluators of any changes in process, upcoming meetings, trainings, etc.
	7. Assist with orientation, press releases, website information, recruiting evaluators
	8. Maintain Anoka County ENE statistics for reporting to Statewide Steering Committee
48. **Evaluator action**
49. Field call from coordinator, do conflict check
50. Obtain ENE Order and Intake Form from coordinator
51. Within 24 hours of ENE being scheduled, send letter confirming date, location, and fee (optional)
52. Notify Rachel Morrison if ENE is rescheduled, cancelled, extended or a party doesn’t attend
53. Conduct ENE, including:
54. Collect fee
55. Complete Confidentiality Form
56. Obtain releases if necessary
57. At end of ENE session, provide participants with Party Evaluation Form and Attorney Evaluation Form, collect in sealed envelopes, forward to Rachel Morrison
58. At end of ENE session, complete Memorandum of Understanding/Agreement, Request for Extension of Time, Request for Referral to Court Services, or Notice of No Agreement
59. Within 5 days of the ENE, send Memorandum, Request, or Notice to Court – copy assigned judge and Rachel Morrison
60. Within 5 days of ENE, complete (1) Evaluator’s Evaluation Form and (2) Evaluator Case Form - forward to Rachel Morrison

**ANOKA COUNTY FAMILY COURT EARLY NEUTRAL EVALUATION**

**PROGRAM DESCRIPTION (Appendix S)**

Early Neutral Evaluation (ENE) is a confidential, voluntary evaluative process designed to facilitate prompt dispute resolution in custody, parenting time (visitation), and financial matters. The program offers the evaluative impressions of experienced professionals to parties engaged in custody, parenting time, and financial disputes. Feedback is provided to parties and their attorneys based on case presentations and a limited amount of information gathering. The ENE process is typically completed within one month. A party may choose to end the ENE session at any time.

1. For Custody and Parenting Time ENE (CPENE), there are two neutral evaluators assigned to the case, one male evaluator and one female evaluator.
2. For Financial ENE (FENE), there is one neutral evaluator assigned to the case.
3. There is a cost for participating in Early Neutral Evaluation. Each person pays a fee and the amount of the fee is determined by his or her income. The initial session has a set fee with any additional sessions charged by the hour. If a person has no or little income or receives cash public assistance, the court may determine that the person does not have to pay a fee to participate in the initial session.
4. Attorneys and parties meet with the ENE neutral(s) within 7 -10 days after a court referral to ENE. Each attorney or pro se party is asked to present the important issues in the case. Unless it is necessary to gather additional information, the ENE team provides immediate feedback about each party’s case. Settlement possibilities are discussed and areas needing further scrutiny are identified.
5. The ENE neutral(s) may gather additional information as necessary and may interview parties, interview child(ren), or gather limited collateral data.
6. The attorneys and parties may need additional sessions to complete the ENE process. Settlement options for full and partial agreements are discussed. If the case does not settle, the neutral(s) identifies critical issues that may need additional study.
7. If a full or partial settlement is reached, a copy of the agreement is sent to the judge. If a full agreement is not reached, a report is made to the judge by the ENE neutral(s) regarding partial agreements that have been reached. The report will be written. The ENE neutral(s) may not be called as a witness with respect to the information obtained or the recommendations made during the ENE process.
8. In addition to reporting full and partial settlements, the ENE neutral(s) may communicate with the judge for the limited purpose of facilitating case management. For example, if one fact issue stands in the way of settlement, such as a chemical health issue, the ENE neutral(s) may report the disputed issue to the judge for case management purposes. Armed with such information, the judge may opt for a chemical health assessment rather than a full-fledged custody evaluation.
9. If the case does not settle, a scheduling order is issued.

**PROGRAM POLICIES AND GUIDELINES (Appendix T)**

The Steering Committee developed the Early Family Case Management program and Early Neutral Evaluations process for implementation in Anoka County. The following are the basic policies and guidelines of the program:

Eligibility and Continuing Eligibility

1. Professionals and attorneys are eligible to be an Anoka County evaluator if they meet the eligibility requirements attached to this document.
2. Evaluators should comply with the continuing training requirements of Rule 114.13 (g).
3. Rule 114, Alternative Dispute Resolution of the Minnesota General Rules of Practice for the District Court, governs the ENE confidentiality policy and mandatory reporting requirements.
4. The Minnesota General Rules of Practice Rule 114, Code of Ethics, governs evaluators.

Team Formation, Appointing an Evaluator & Fee Structure

1. Evaluators self-determine CPENE teams in consultation with the project coordinator, except for partnering “lead” evaluators and evaluators for purposes of learning. It is anticipated that generally one team member is an attorney or has a legal background.
2. Evaluators facilitating CPENE should meet with their other team evaluator, discuss and agree on their approach to sensitive issues that may be brought up in a CPENE session including mental health issues, chemical dependency, domestic violence, and child protection issues. Evaluators should read the Domestic Violence Protocol provided in the 3-ring ENE binder at 3-A.
3. The project coordinator will attempt to contact an evaluator to schedule an ENE session via the evaluator’s identified first and second contact persons or telephone numbers. If the project coordinator cannot successfully schedule the ENE session via the evaluator’s first and second contact persons or telephone numbers, the project coordinator will move on to the next evaluator on the rotation until an evaluator is confirmed and the ENE session scheduled.
4. Evaluators are not employees of Anoka County or the State of Minnesota. Evaluators are not contracted employees of Anoka County or the State of Minnesota. Evaluators are self-employed and as such bill and collect payments independently.
5. Evaluators agree to the attached fee schedule for ENE sessions throughout this six-month pilot period. Incidental costs and expenses, including mileage expenses, are not reimbursed.

Feedback and Data Collection

1. Evaluators should immediately communicate any issues, concerns, or best practices about the program or the process to the project coordinator, or if there is no project coordinator, to the Anoka County ENE Steering Committee.
2. The ENE Steering Committee will meet with Evaluators periodically to share experiences about the program, engage in reflective practice discussions and suggest program improvements.
3. Within 5 days of completing ENE, evaluators will complete program evaluations for each ENE session. Evaluations will be sent to Rachel Morrison at the following:

Rachel Morrison, Sp. Assist. Anoka County Attorney

2100 Third Avenue, Suite 720

Anoka, MN 55303

Tel: (763) 323-5519 Fax: (763) 862-6415

rwmorrisonlaw@comcast.net

1. Within 5 days of completing ENE, evaluators will complete statistical information on the Evaluator Case Form provided to the evaluators and will forward to Rachel Morrison at the following:

Rachel Morrison, Sp. Assist. Anoka County Attorney

2100 Third Avenue, Suite 720

Anoka, MN 55303

Tel: (763) 323-5519 Fax: (763) 862-6415

rwmorrisonlaw@comcast.net

Program Timelines

1. Within three (3) weeks of the dissolution being filed, the parties will be scheduled for an Initial Case Management Conference. If the assigned judge does not have any available space within this time frame, the case will be reassigned to another judge participating in the pilot project.
2. Within 24 hours of scheduling an ENE session, the evaluator will send out a letter to the parties and attorneys verifying the session date, time, and location. (Optional)
3. Within 5 days of an ENE session, a written summary or Memorandum of Understanding/Agreement or Notice of No Agreement must be sent to the Court. It is preferable that the written notification be sent to the Court on the same day as the evaluation. Copies of the summary or memorandum must be sent to all parties.
4. Within thirty (30) days of the Initial Case Management Conference, it is anticipated that CPENE will be concluded.
5. Within sixty (60) days of the Initial Case Management Conference, it is anticipated that FENE will be concluded.

Continuances, Rescheduling or Termination of ENE

1. If a party wishes to reschedule or continue a scheduled ENE session they may do so one time, if the following criteria are met:
	1. All parties agree to the rescheduling or continuance; and
	2. All parties agree to a new date; and
	3. The evaluators can accommodate the new date; and
	4. The new date is within the 30-day (60 days for FENE) timeline, i.e. the session is complete and the written memorandum or letter of no agreement is completed within 30 days (or 60 days for FENE) from the Initial Case Management Conference.
2. If a party fails to appear for an ENE session or cancels with less than 24 hours notice, the Court may order a financial or other penalty.
3. In general, if the ENE process is terminated, the same case is ineligible for the ENE program in the future.

Miscellaneous

1. If the parties appear for the Initial Case Management Conference and have failed to serve and file the Initial Case Management Conference Data Sheet, the Court will determine if ENE is appropriate for the case.
2. All parties shall complete a Statement of Assets, Liability and Income for Early Neutral Evaluation if their case is referred to FENE.
3. Interpreters: There are no funds to pay for interpreters in ENE sessions.
4. Confidentiality. Evaluators will comply with the confidentiality requirements for ENE, which are set forth in the program’s Confidentiality Form and are specified in Rule 114.

**Acknowledgement**

I read and understand the above expectations detailing program policies and guidelines for the Anoka County Early Neutral Evaluation pilot program.

Dated:

 Signature

 Print Name

**FEE SCALE FOR ANOKA COUNTY EARLY NEUTRAL EVALUATIONS (Appendix U)**

**CPENE FEE SCHEDULE**

|  |  |  |  |
| --- | --- | --- | --- |
| Each party’s fee is determined by his/her income | Gross Annual Income | Fee for each party for initial 4 hour session | Hourly rate for each party after initial 4 hour session |
| • Income is determined at the ICMC based on the data sheets or information provided at the ICMC• Two (2) Evaluators are used in Custody & Parenting time (CP) ENE: always one (1) male evaluator and one (1) female evaluator.• CPENE Evaluators are selected from a roster on a rotating basis. | IFP, recipient of MFIP or General Assistance | No fee | $75.00 |
| $0 to $25,000 | $200.00 | $75.00 |
| $25,001 to $50,000 | $300.00 | $75.00 |
| $50,001 to $90,000 | $400.00 | $100.00 |
| $90,001 to $125,000 | $600.00 | $150.00 |
| $125,001 to $250,000 | $800.00 | $200.00 |
| more than $250,001 | Determined by Court | Determined by Court |

**FENE FEE SCALE**

|  |  |  |  |
| --- | --- | --- | --- |
| Each party’s fee is determined by his/her income | Gross Annual Income | Fee for each party for initial 3 hour session | Hourly rate for each party after initial 3 hour session |
| • Income is determined at the ICMC based on the data sheets or information provided at the ICMC• One (1) Evaluator is used in Financial ENE | IFP, recipient of MFIP or General Assistance | No fee | $75.00 |
| $0 to $25,000 | $150.00 | $75.00 |
| $25,001 to $50,000 | $225.00 | $75.00 |
| $50,001 to $90,000 | $300.00 | $100.00 |
| $90,001 to $125,000 | $450.00 | $150.00 |
| $125,001 to $250,000 | $600.00 | $200.00 |
| more than $250,001 | Determined by Court | Determined by Court |